



## **SURVEILLANCE DETECTION TEAM LEADER**

The U.S. Consulate General in Sydney is seeking an individual for the position of Surveillance Detection Team Leader.

Salary: A\$66,919 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary school (Year 12) is required.
2. Two years of military, police, government or private experience in the field of security in addition to at least one year of prior supervisory experience is required.
3. Level 3 (Good working knowledge) written and spoken English is required. This will be tested.
4. Demonstrated knowledge of surveillance techniques is required.
5. Familiarity with normal traffic patterns, pedestrian behavior, consulate facilities, access and travel routes is required.
6. Good verbal and written skills are required.

For further information please refer to the **duties and responsibilities statement.**

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59<sup>th</sup> Floor, 19-29 Martin Place, Sydney NSW 2000 **by May 21, 2014**

Hand delivered applications cannot be accepted.  
Offers of employment are subject to medical and security clearances.

**Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.

The U.S. Government is an equal opportunity employer and maintains a drug free work environment.

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<b>POSITION TITLE: SURVEILLANCE DETECTION TEAM LEADER</b>	<b>POSITION GRADE LE-6 (STARTING SALARY A\$66,919)</b>
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### **BASIC FUNCTION OF THE POSITION**

The purpose of the SD Team is to detect and report pre-operational hostile surveillance activities directed against the United States Government Missions and personnel. The SD Team Leader has the same role as the SD Team Member however is responsible for the in-field supervision and safety of the SD Team Members, while ensuring the teams' precise and timely detection, reporting and recording of any hostile surveillance activities being conducted against the Mission and the staff.

### **DUTIES AND RESPONSIBILITIES**

1. Directly supervises (3) Surveillance Detection team members
2. Executive Surveillance Detection Operation Plan
3. Schedule, conduct and document Surveillance Detection team training
4. Observe, detect and reports suspicious activity through the security chain of command
5. Accurately identifies hostile surveillance
6. Adherence to Operational Security procedures (OPSEC)
7. Compilation and analysis of suspicious incidents and sightings
8. Examines Surveillance Detection reports looking for trends and patterns
9. Maintains the Surveillance Detection inventory to the standard as per the operator's manual
10. Records and maintains documentation regarding Surveillance Detection inventory
11. Maintains the integrity of Surveillance Detection command post
12. Maintains the integrity and storage of the Surveillance Detection team running sheets
13. Plans, supervises and executes Surveillance Detection activities within the assigned area of operation.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
7. The candidate must meet host government eligibility requirements.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Consulate General Sydney  
MLC Centre  
Level 59, 19-29 Martin Place  
SYDNEY NSW 2000

Or via email to: [sydrecruitment@state.gov](mailto:sydrecruitment@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS TUESDAY MAY 21, 2014**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

### **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work

- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). A copy of valid work visa/permit is required. *(If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit). If you are not sure if you need to submit proof of eligibility, contact the Mission's HR office).*
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References